Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

Manual for User

PTTEP EXTRADRIVE

Provided For:

PTT Exploration and Production Public Company Limited

Prepared by

PTT ICT Solutions Company Limited.

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REVIEWED BY:

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Project Manager:

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Dated: (17 Feb 2014)

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Date:	17/02/2014	Date:	

Document Change Record

The following table records the complete history of the successive editions of the present document.

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Document Signoff

The following table identifies all management authorities who have successively approved the present issue of this document.

	Reviewer		Sent	Returned	Signature

*Your signature indicates that you have read and understood this document. Also, you agreed that it addresses all areas of the business requirements.

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Date:	17/02/2014	Date:	

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1. USER GUIDE

1.1. User Registration

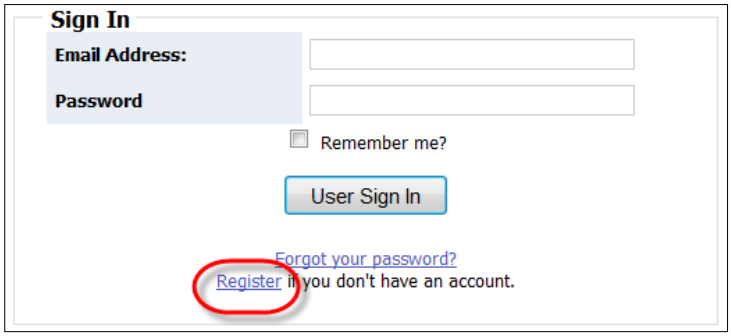
If you are not PTTEP User, you have to register user by refer to PTTEP User. Or you are PTTEP User and you need to register user (the Partner is not PTTEP User), you have to register Partner by step below.

1.1.1. Register for PTTEP User

If User is PTTEP User, please contact Administrator or servicedesk@pttict.com to register your user to the system

1.1.2. Registration for Partner

1. Open "**Internet Explorer**" and enter the following URL.
   URL: https://extradrive.pttep.com/
2. Click "**Register**" link.



3. Enter "**First Name**", "**Last Name**", "**Company**" and "**Email**". The fields are required.
4. Enter "**Middle Name**", "**Department**", and "**Division**".
5. Enter data For Partner.
   - Enter "**Referrer First Name**", the field is required.
   - Enter " **Referrer Last Name** ", the field is required.

   Note: If the referrer is not matching with User logon domain that registered in the system. The system will display the message below and Partner cannot register user.

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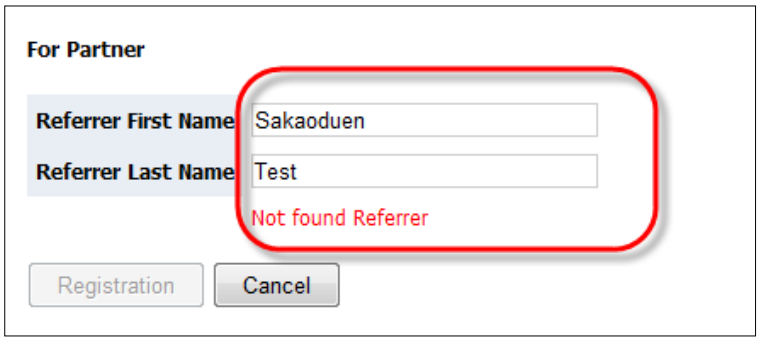
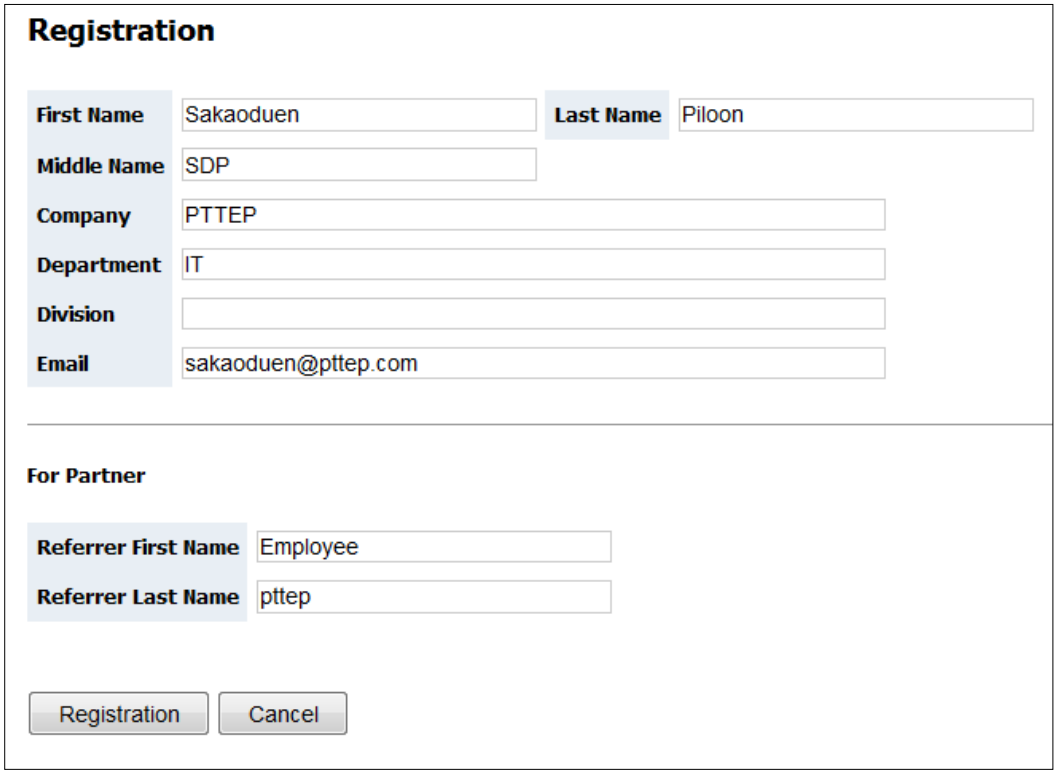


6. After enter data, click "**Registration**" button to register or click "**Cancel**" button to cancel.



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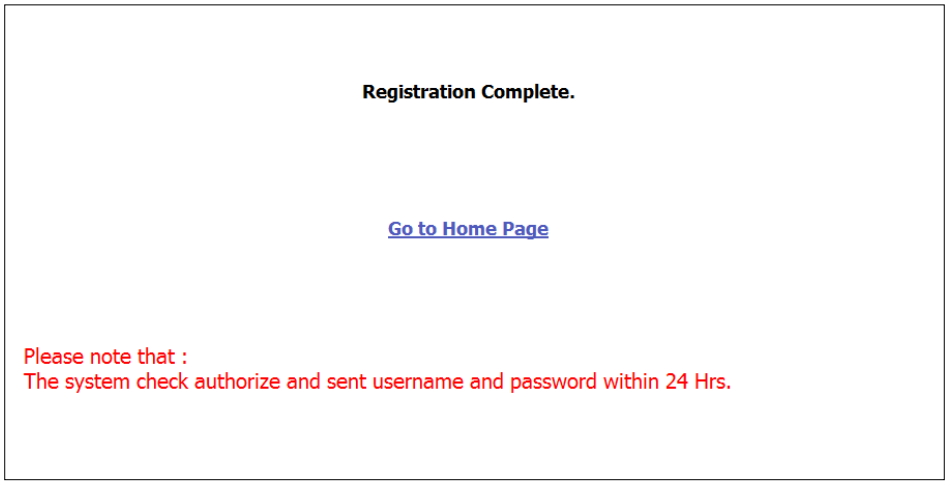
7. The system will send e-mail to Referrer for confirm data.
8. After register, Partner will receive email reply within 24 hours.


Registration Complete.
Go to Home Page
Please note that :
The system check authorize and sent username and password within 24 Hrs.

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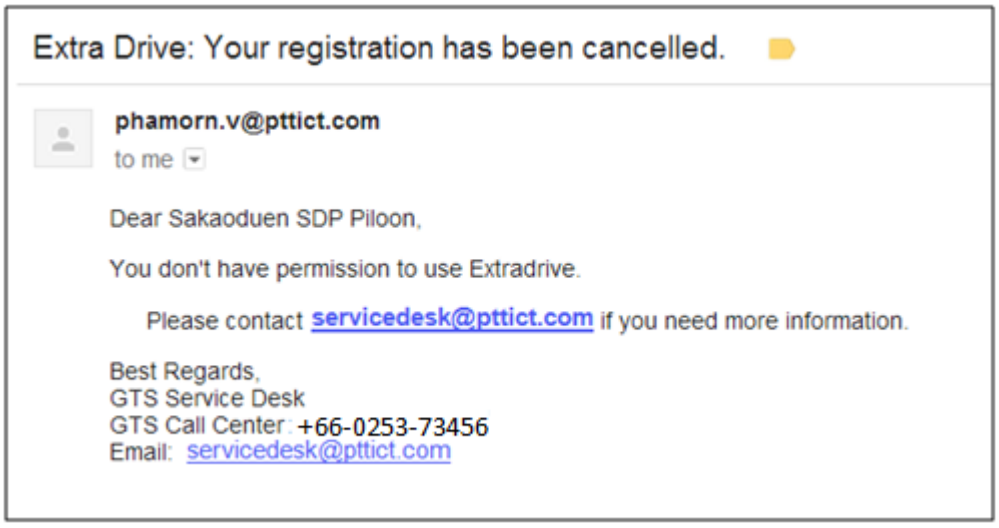
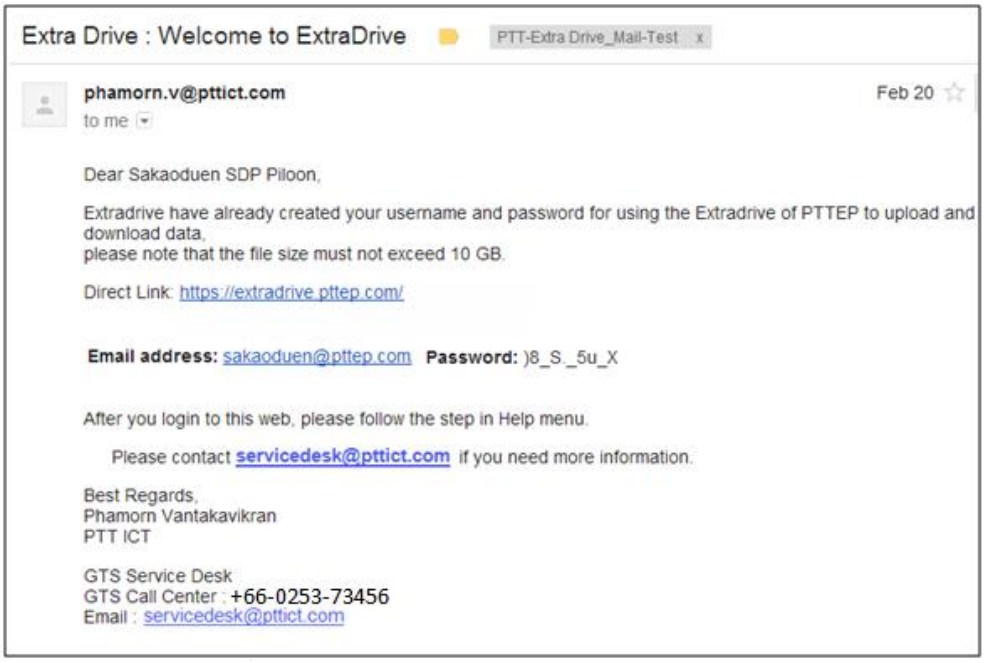
1.1.3. Cancelled Registration Case

If Partner's account was cancel for activation. The system will send response via e-mail.


Extra Drive: Your registration has been cancelled.
phamorn.v@pttict.com
to me
Dear Sakaoduen SDP Piloon,
You don't have permission to use Extradrive.
Please contact servicedesk@pttict.com if you need more information.
Best Regards,
GTS Service Desk
GTS Call Center : +66-0253-73456
Email: servicedesk@pttict.com

1.1.4. Activate Registration Case

If Partner's account is activate. The system will send E-mail address and password via E-mail (E-mail from admin).


Extra Drive : Welcome to ExtraDrive
PTT-Extra Drive_Mail-Test
phamorn.v@pttict.com
Feb 20
to me
Dear Sakaoduen SDP Piloon,
Extradrive have already created your username and password for using the Extradrive of PTTEP to upload and download data,
please note that the file size must not exceed 10 GB.
Direct Link: https://extradrive.pttep.com/
Email address: sakaoduen@pttep.com Password:)8_S._5u_X
After you login to this web, please follow the step in Help menu.
Please contact servicedesk@pttict.com if you need more information.
Best Regards,
Phamorn Vantakavikran
PTT ICT
GTS Service Desk
GTS Call Center : +66-0253-73456
Email : servicedesk@pttict.com

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1.2. User login

When registration complete Partner can login by email and password received via email.

1. Open “**Internet Explorer**” and enter the following URL.

   URL: https://extradrive.pttep.com/

2. Enter "**Email Address**" and "**Password**".

   Note: if user enters wrong password in three times, user will lock.

   Then contact the administrator to unlock the user.

3. Click on checkbox for remember Email Address and Password.

4. After enter data, click at

.

5. The system will display “**Agreement screen**”, click "**Agreed**" to login.

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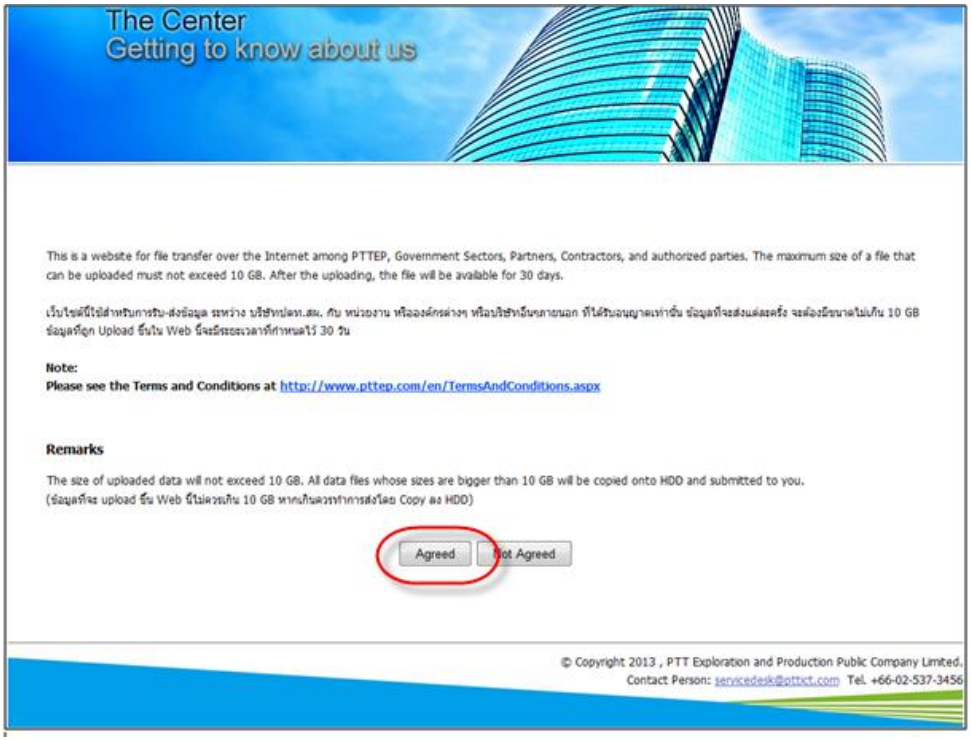
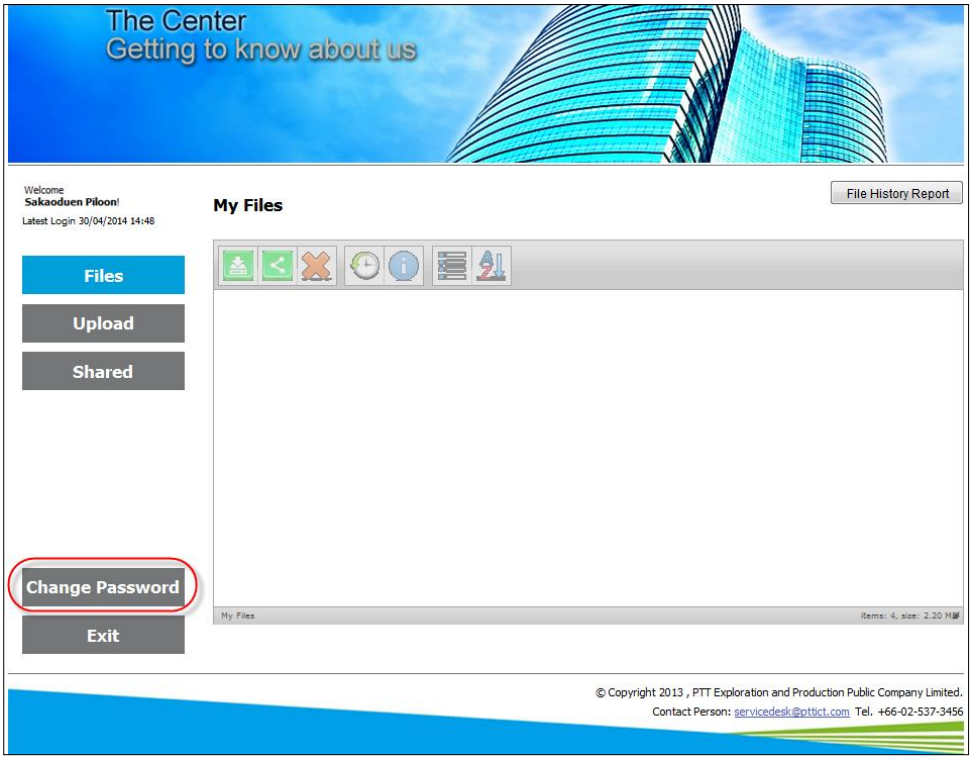

The Center
Getting to know about us
This is a website for file transfer over the Internet among PTTEP, Government Sectors, Partners, Contractors, and authorized parties. The maximum size of a file that can be uploaded must not exceed 10 GB. After the uploading, the file will be available for 30 days.
Note:
Please see the Terms and Conditions at http://www.pttep.com/en/TermsAndConditions.aspx
Remarks
The size of uploaded data will not exceed 10 GB. All data files whose sizes are bigger than 10 GB will be copied onto HDD and submitted to you.
Agreed
Not Agreed
© Copyright 2013 , PTT Exploration and Production Public Company Limited.
Contact Person: servicedesk@pttict.com Tel. +66-02-537-3456

6. User can exit the system by click



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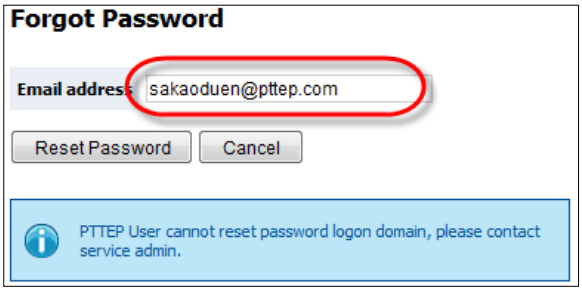
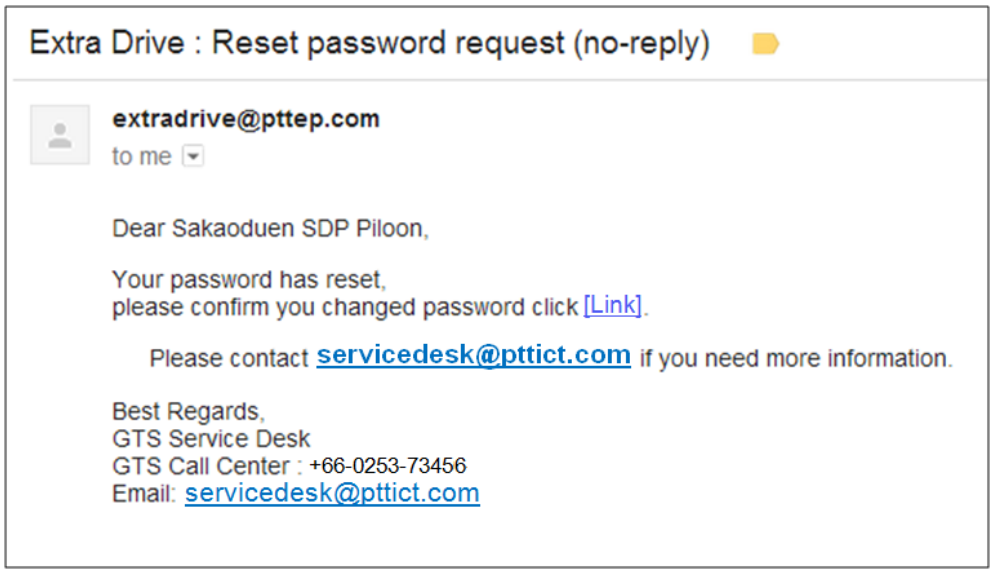
1.3. Forgot Password

1. Click "**Forgot your password**" link.

2. Enter "**Email Address**".



3. Click "**Reset Password**" button then system will send new password to your email.
4. Click link on e-mail for confirm to reset password.


Extra Drive : Reset password request (no-reply)
extradrive@pttep.com
to me
Dear Sakaoduen SDP Piloon,
Your password has reset,
please confirm you changed password click [Link].
Please contact servicedesk@pttict.com if you need more information.
Best Regards,
GTS Service Desk
GTS Call Center : +66-0253-73456
Email: servicedesk@pttict.com

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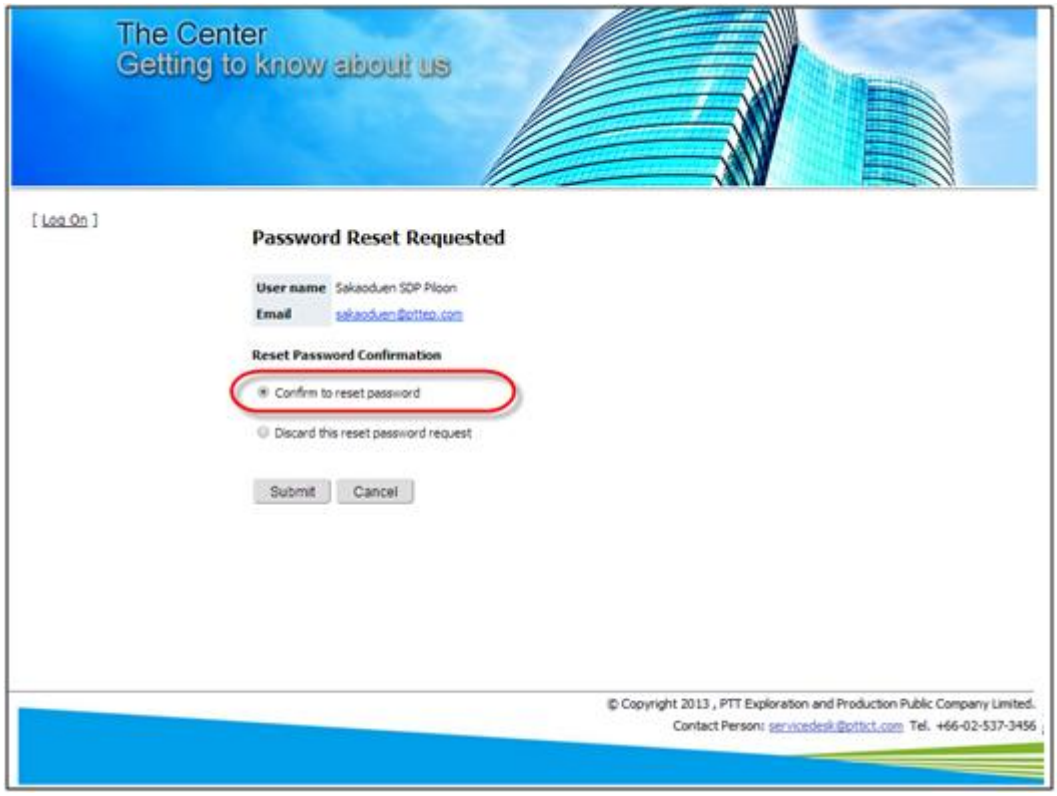
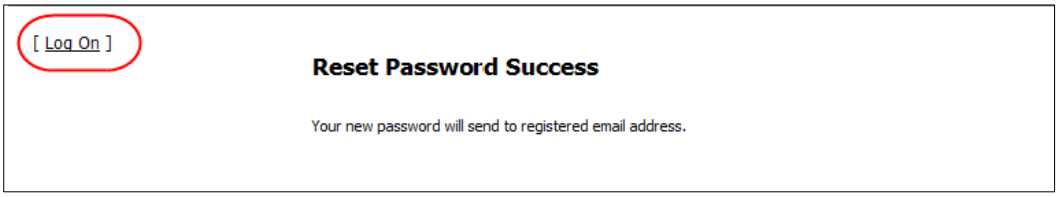
5. Check on “**Confirm to reset password**” then click "**Submit**" button, the system send email to your email.

   Note: If user checked on “**Discard this user registration**”, the system will cancel the process.



6. Click on “**Log On**” link to Login.



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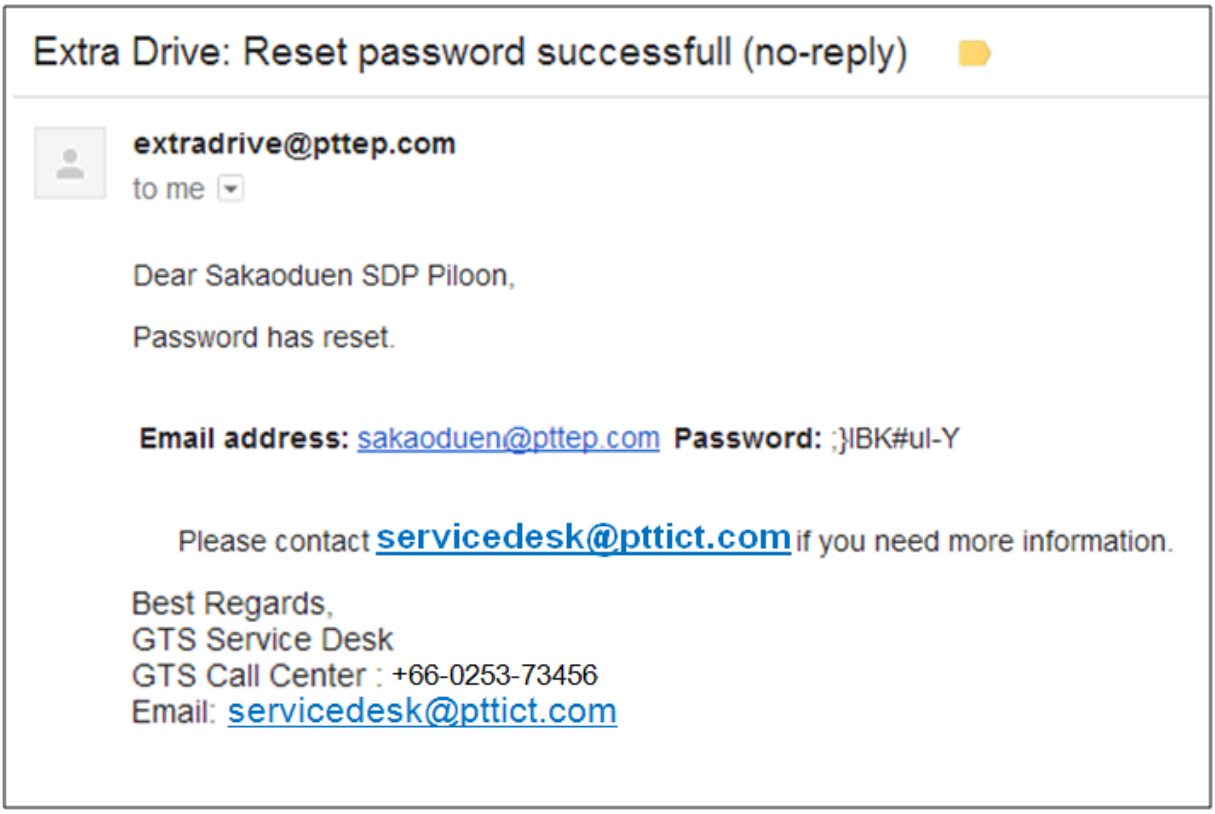
7. Receive new password via e-mail.



8. Login by new password, the system display Agreement screen.

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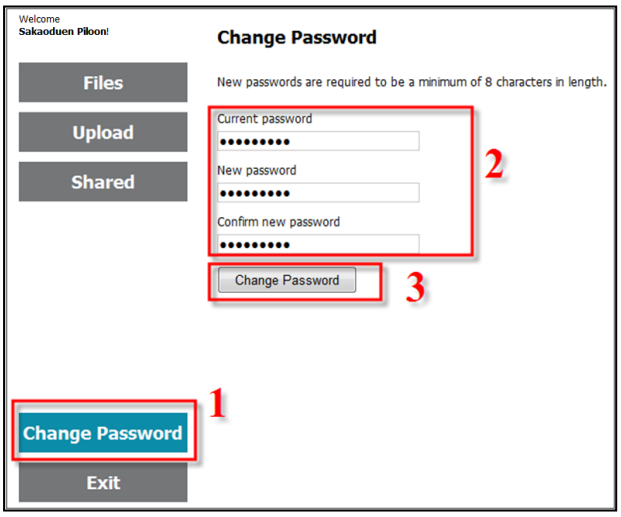
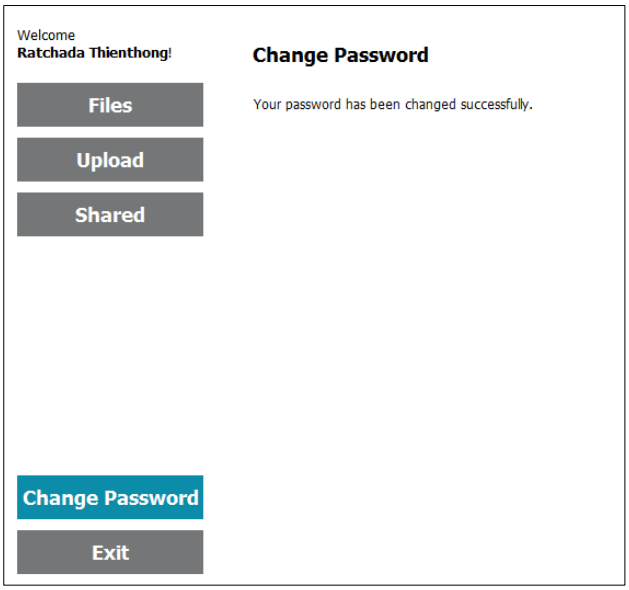
1.4. Change Password

1. Click "**Change Password**" menu, the system display change password screen.
2. Enter "**Current password**", "**New password**" and "**Confirm new password**".
3. After enter data, click "**Change Password**" button, then you can login by new password.

   Note: - New passwords are required to be a minimum of 8 characters in length.

   - Password must contain 3 of 4 types of capital and small letter, number, and special characters.





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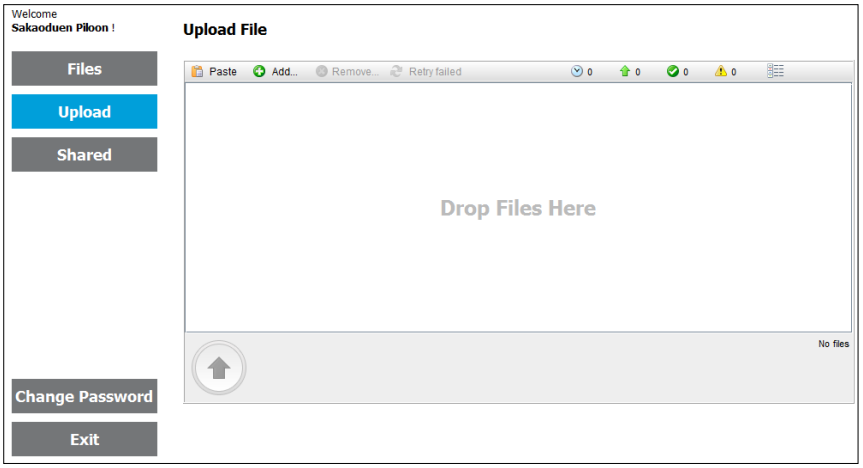
1.5. Upload, Share and Download Files

1.5.1. Upload File

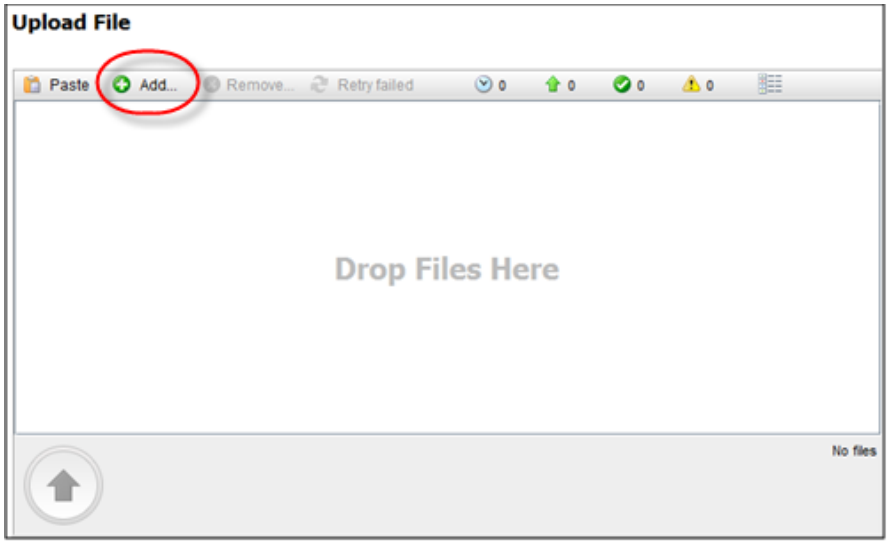
1. Click "**Upload**" menu, system will display "**Upload File**" screen.

Note: Upload file has 3 options.

- Upload by click "**Add**" icon.
- Upload by drag files and drop files to here area.
- Upload by copy and paste files.



- Upload by "Add" icon
  - Choose files by click "**Add**".



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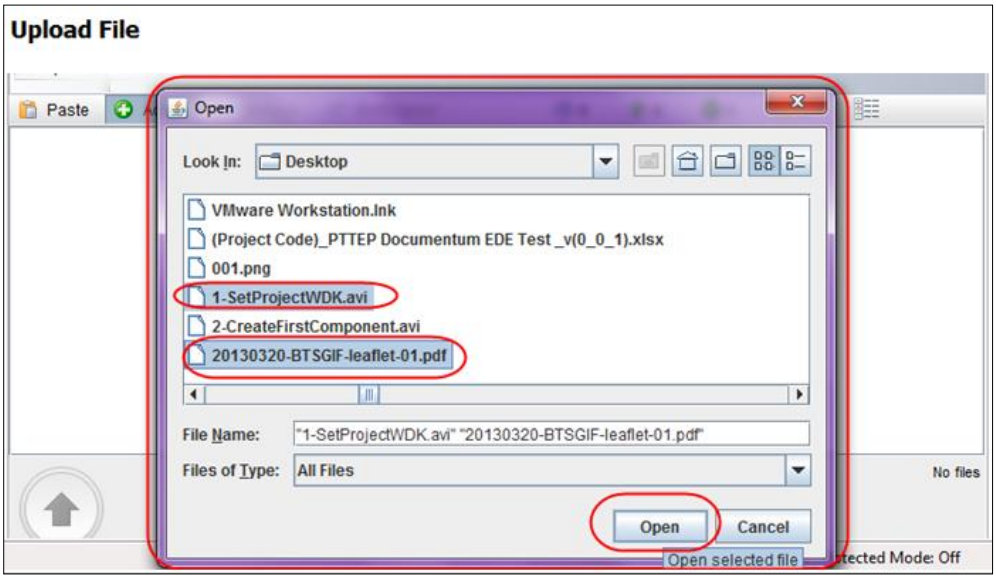
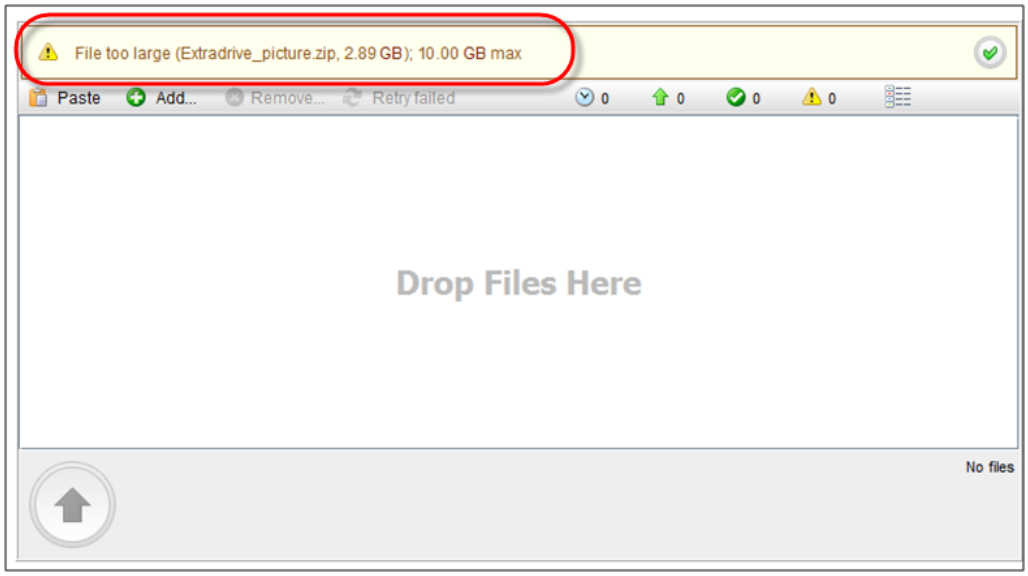
– Choose files from directory then click "**Open**" button.



Note: The system allow maximum size to 10 GB per day



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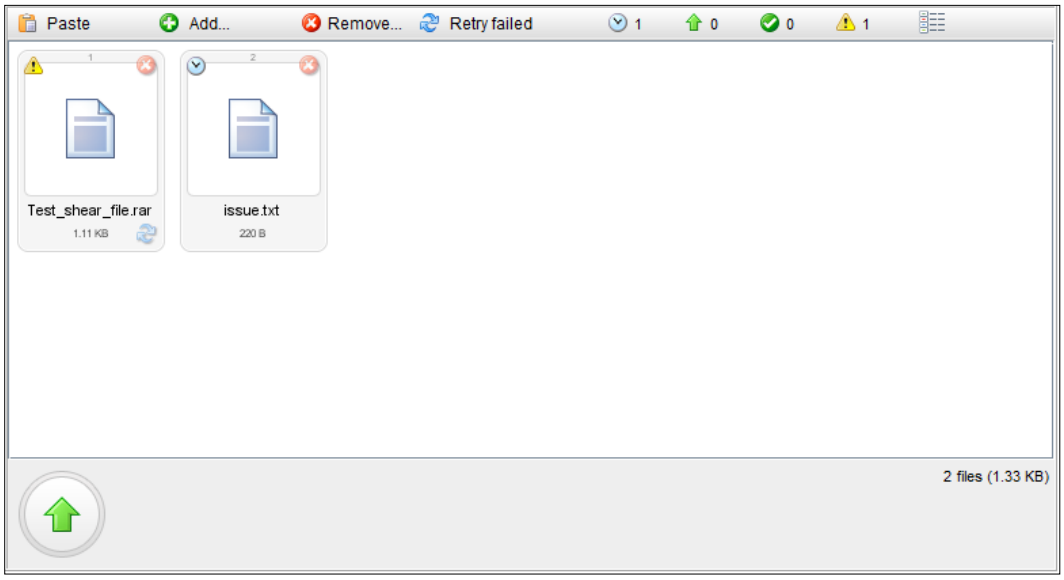
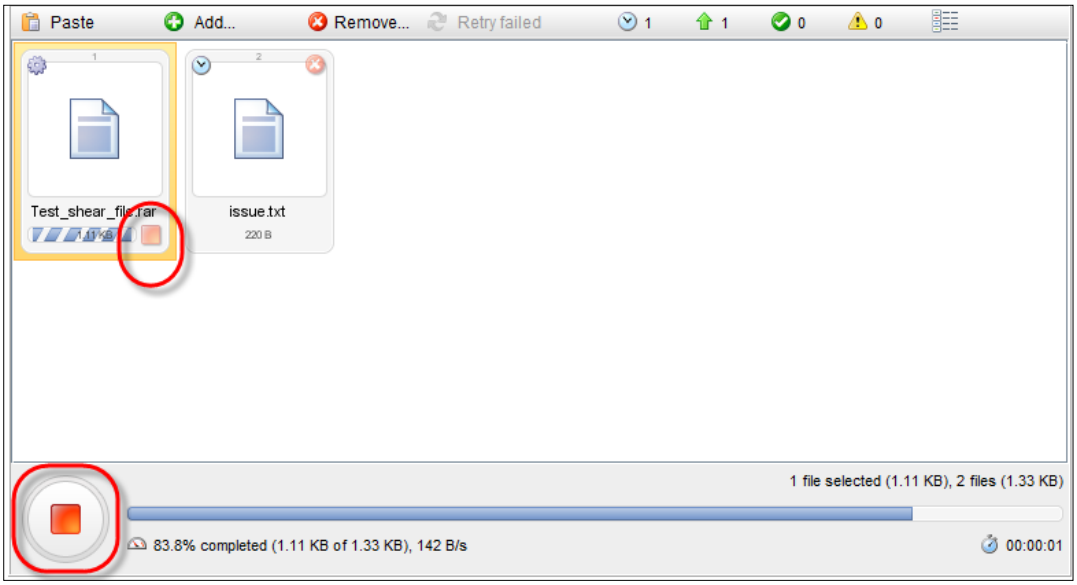
The system will display list of files. If administrator does not setting to automatic upload file, you have to click on to upload files. After upload successfully, system will display "**My File**" screen.



– Click to stop upload file, the file will display



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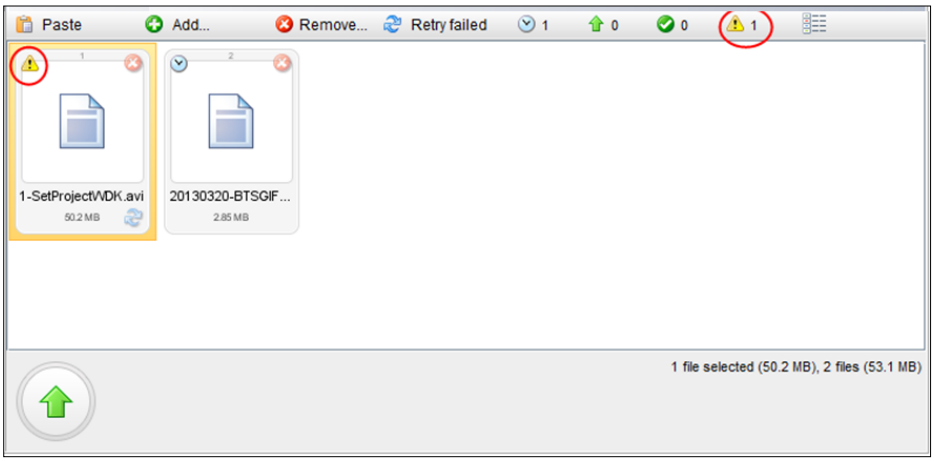
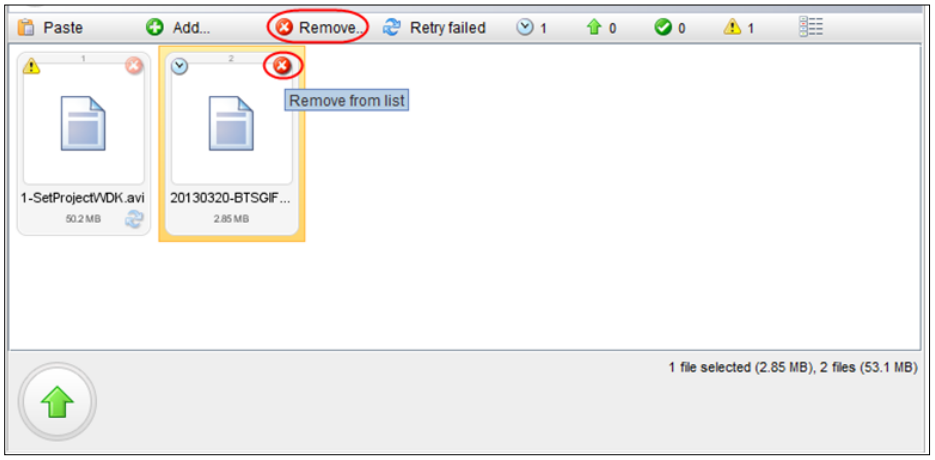
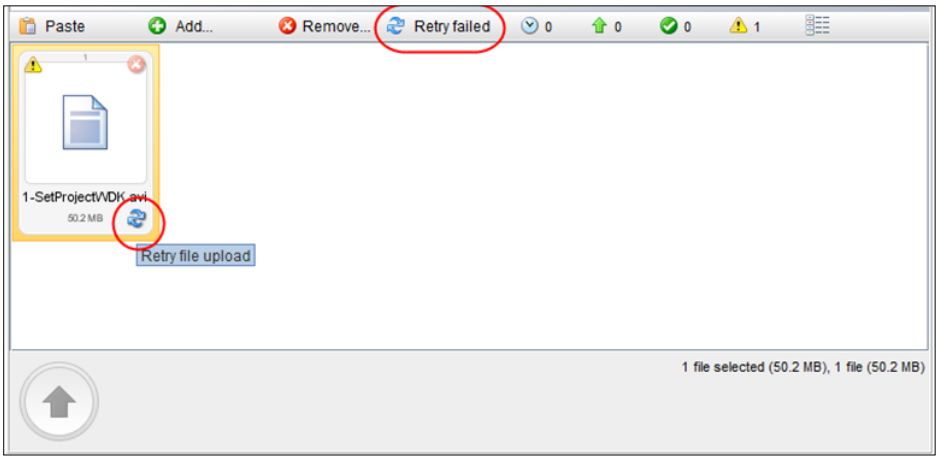


– Click to delete file



– Click to upload file again



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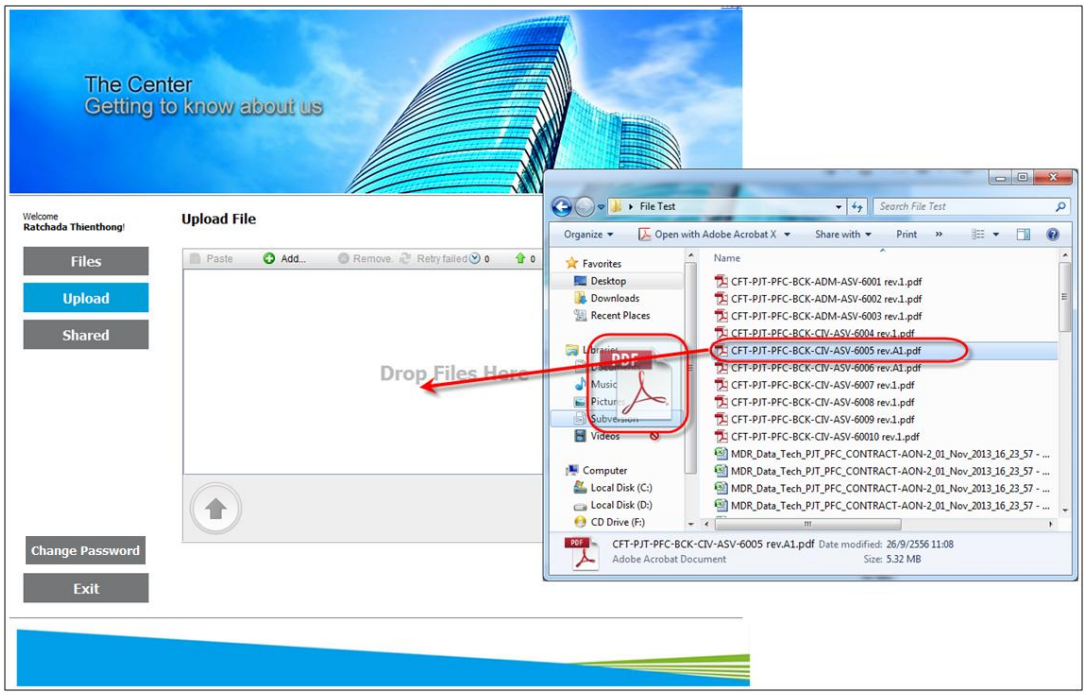
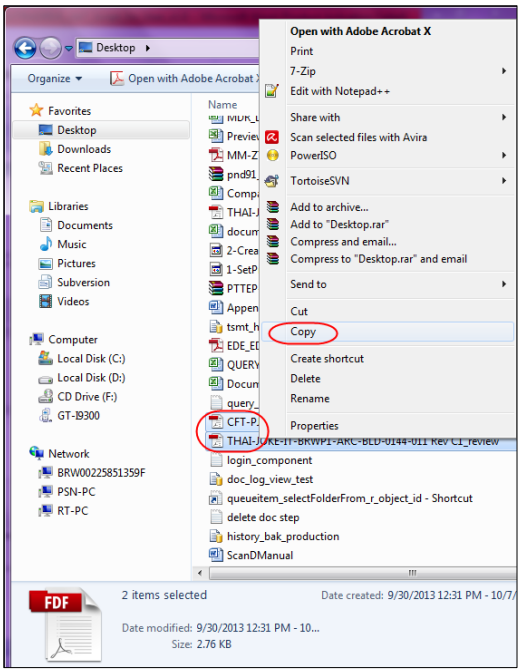
- Upload by drag files and drop files to here area
  - Drag files and drop files from local to here area



- Upload by copy and paste files
  - Copy file from local machine



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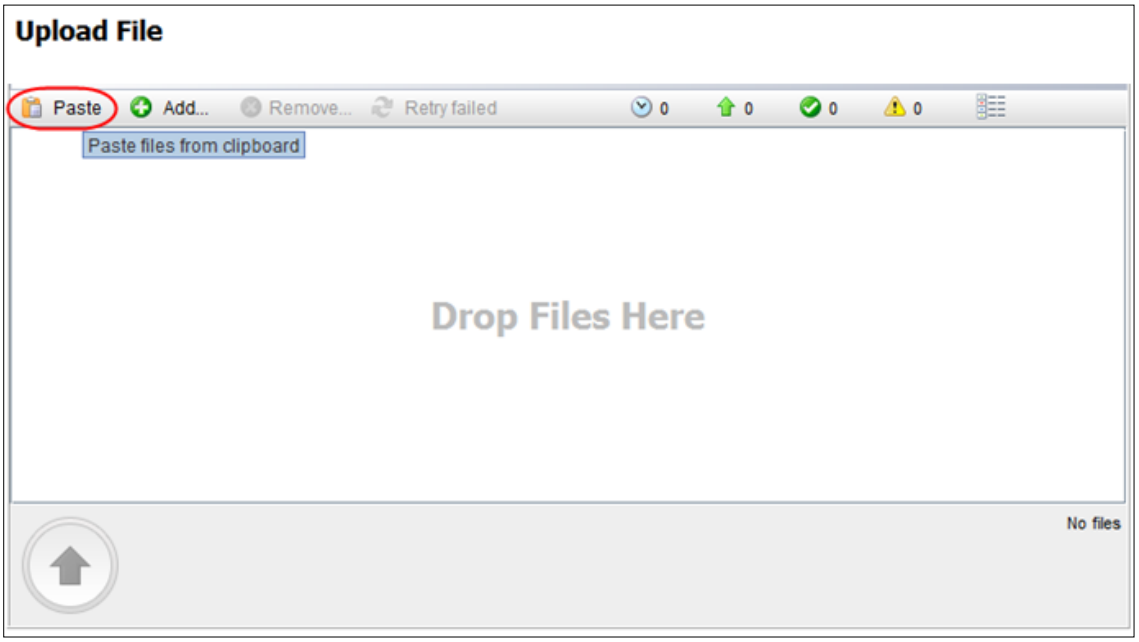
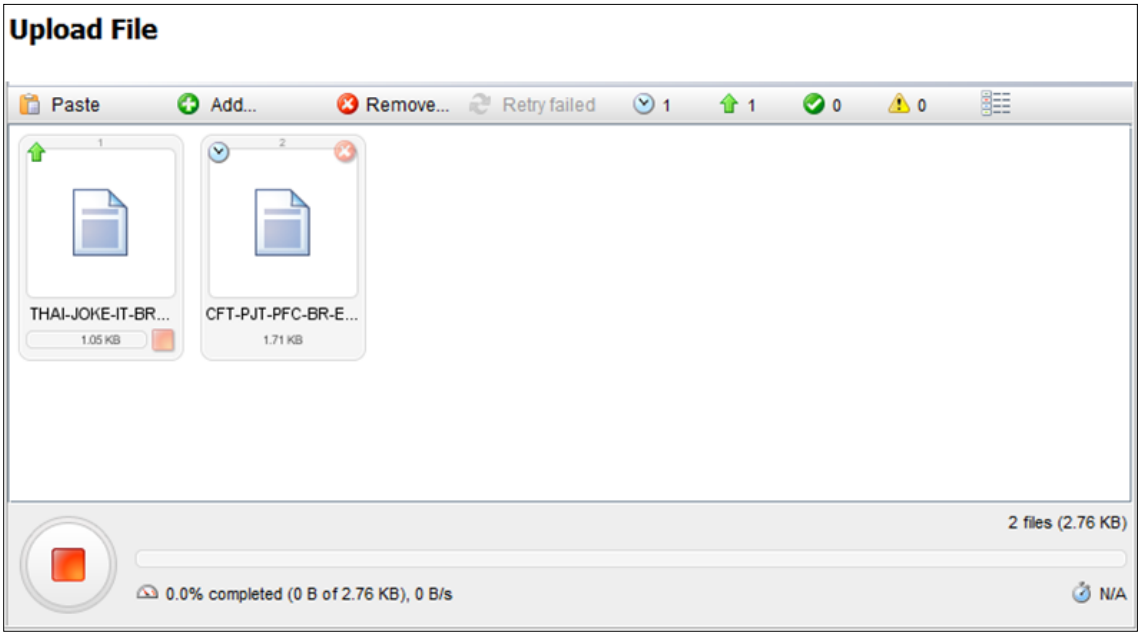
– Click on “**Paste**” icon for paste file from clipboard





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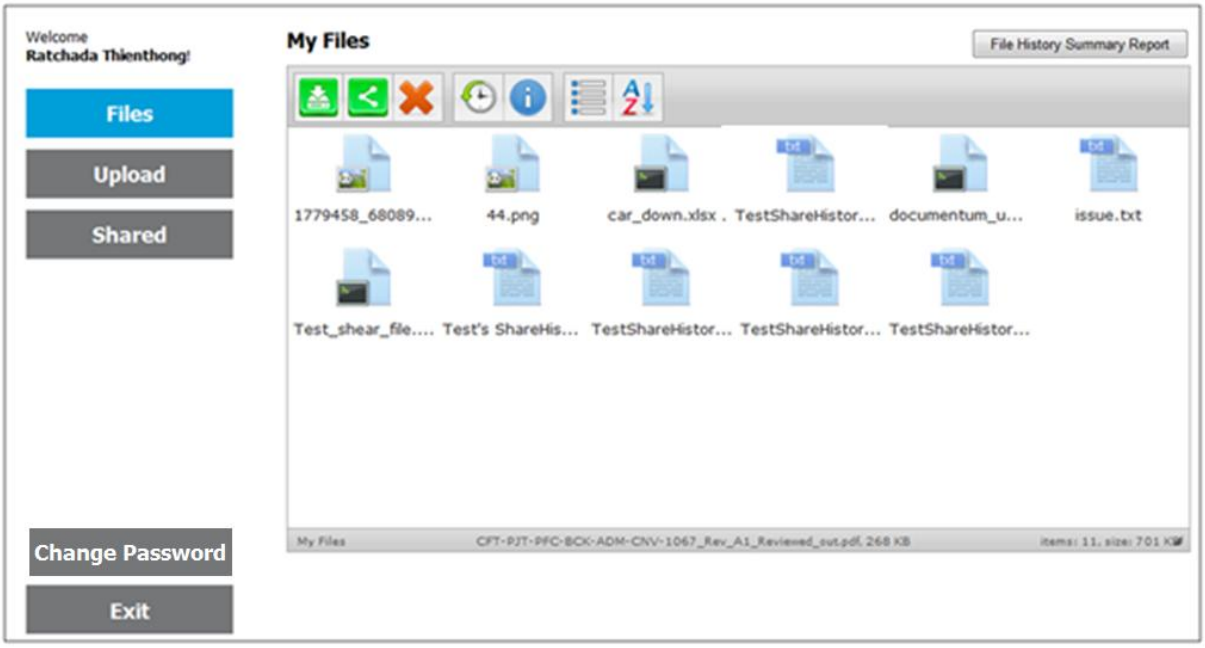
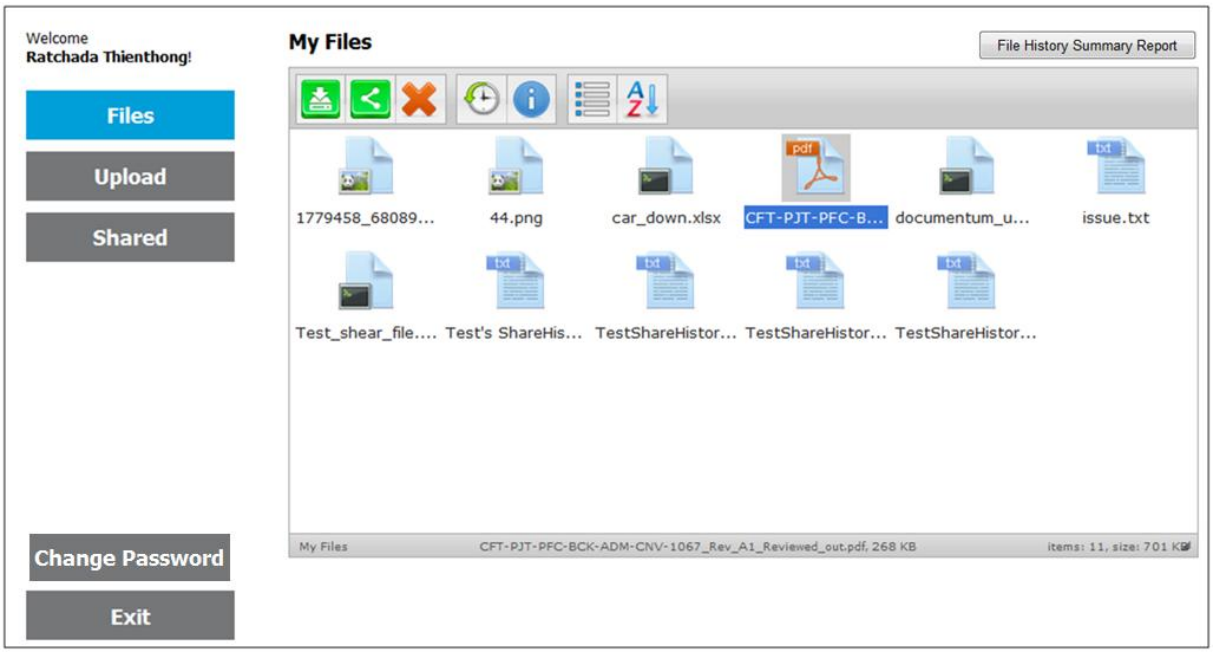
1.5.2. Share File

1. Click "**Files**" menu, the system display "**My File**" screen.



2. Click on file.



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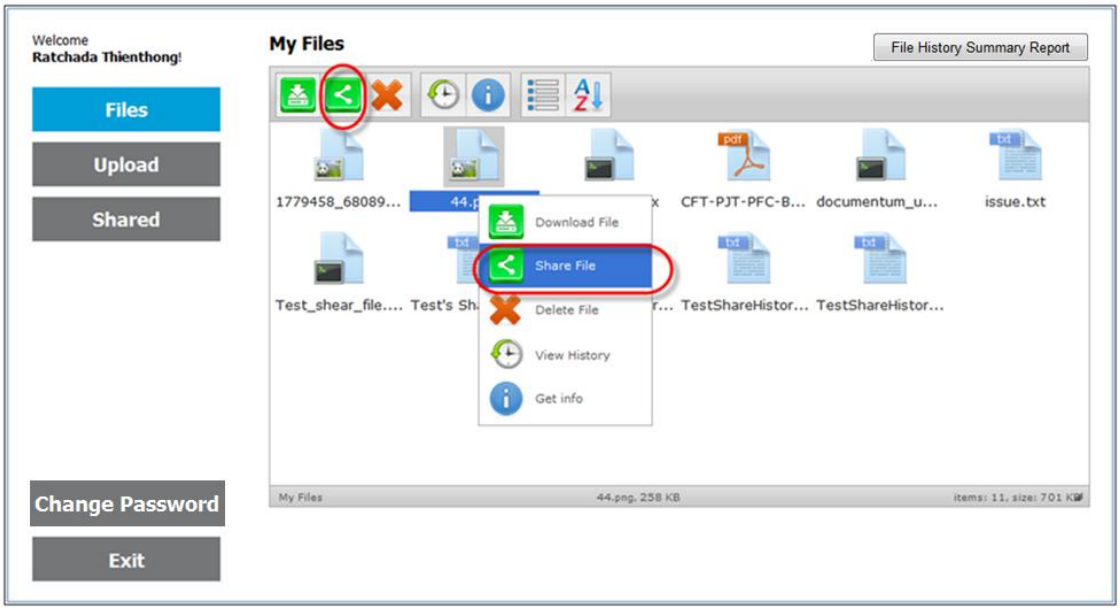
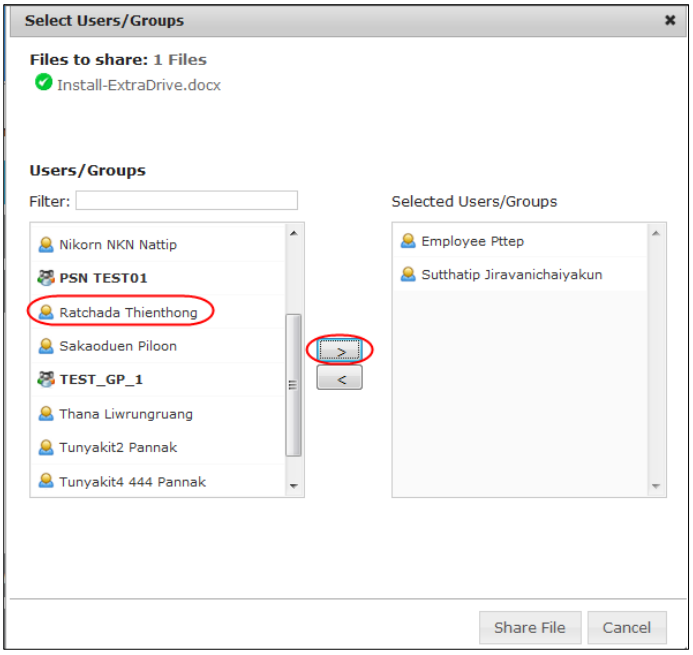
3. Click or right click on



4. Choose users for share file, you can filter by enter user name or group name in textbox for filter. And then click on user and click on button for selected user and click on for remove user.



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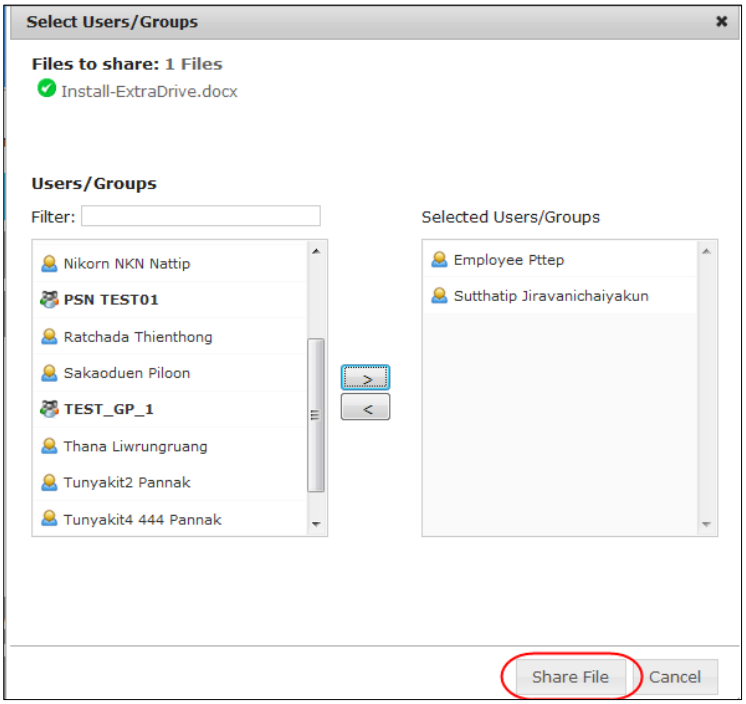
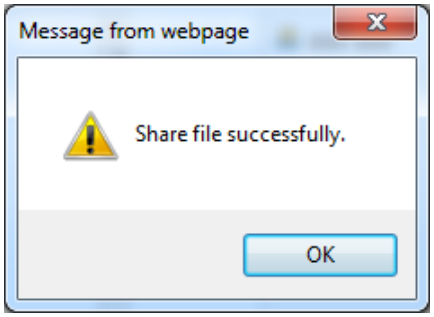
5. Click "**Share File**" button to share files.



* If share file successfully the system display popup.



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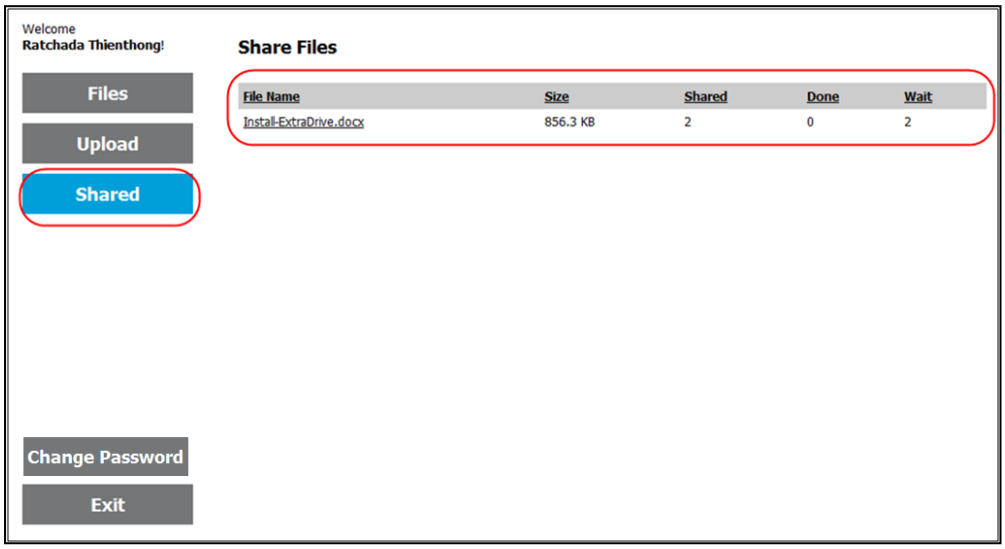
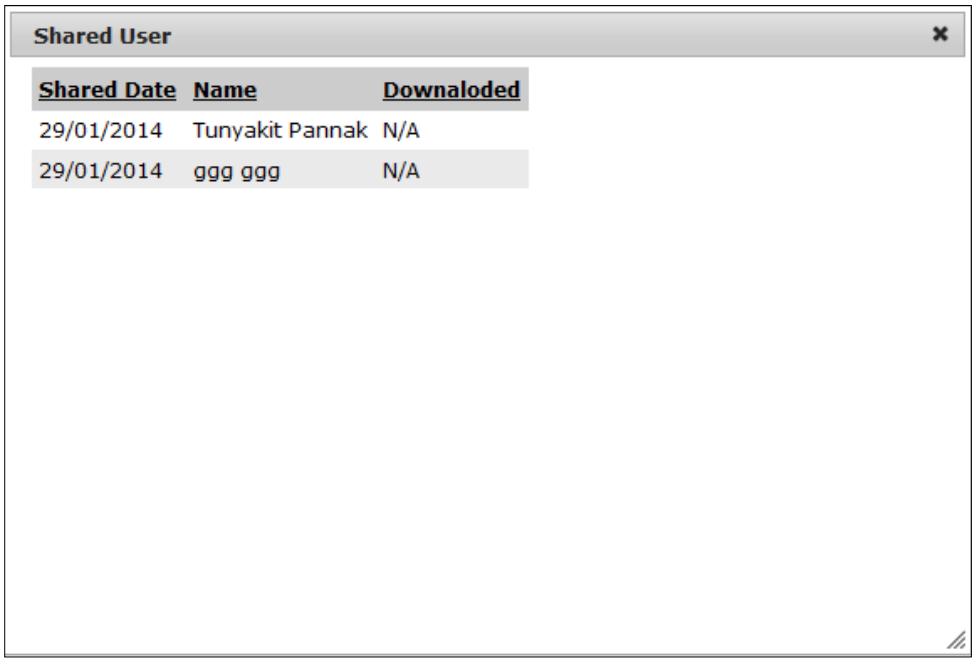
6. Click "**Shared**" menu to check shared files.

   Note: Click "**File Name**" link to view detail shared user.



* Detail of shared

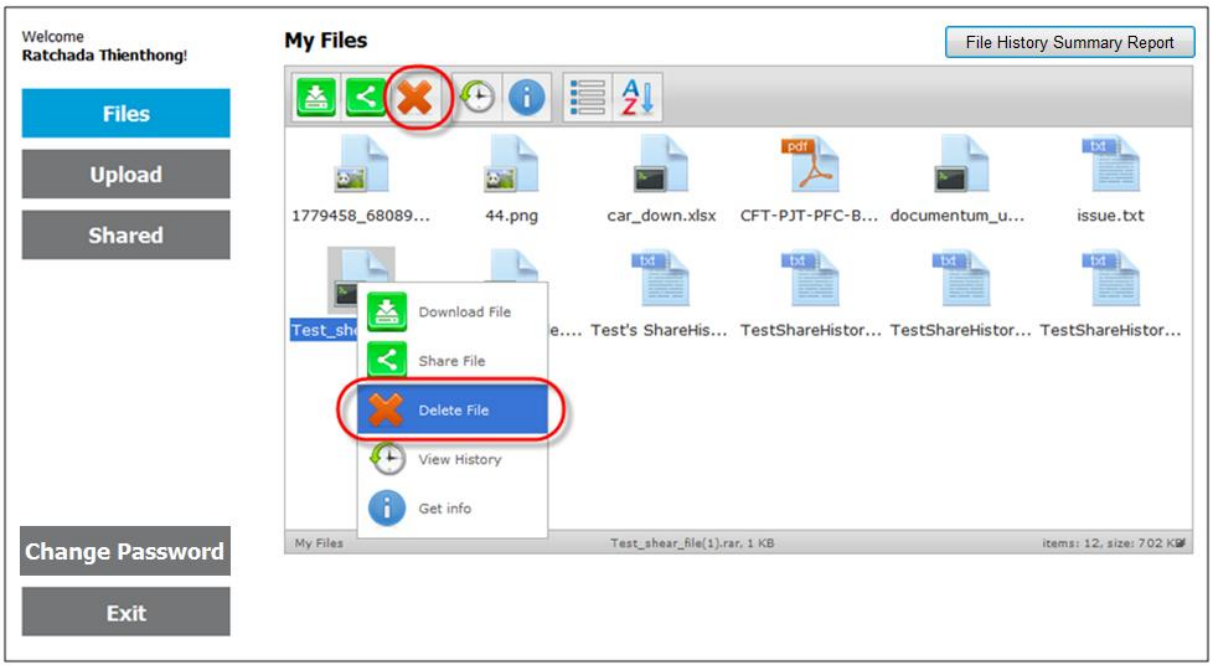


7. When all users downloaded file successful, the system will automatic delete the file.

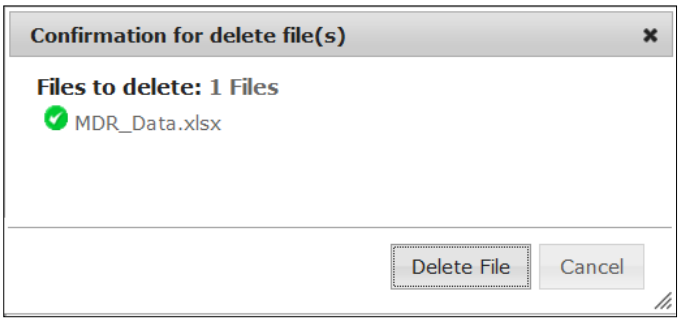
Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

1.5.3. Delete File

1. Choose file for delete
2. Delete file by right-click then choose Delete file or click



* Confirmation Popup to delete file.



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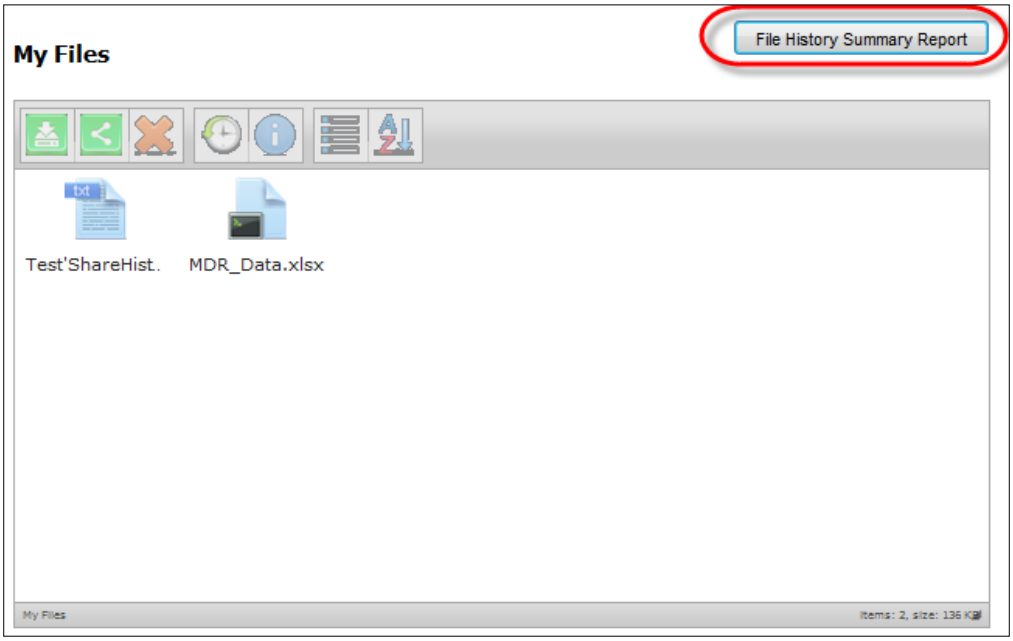
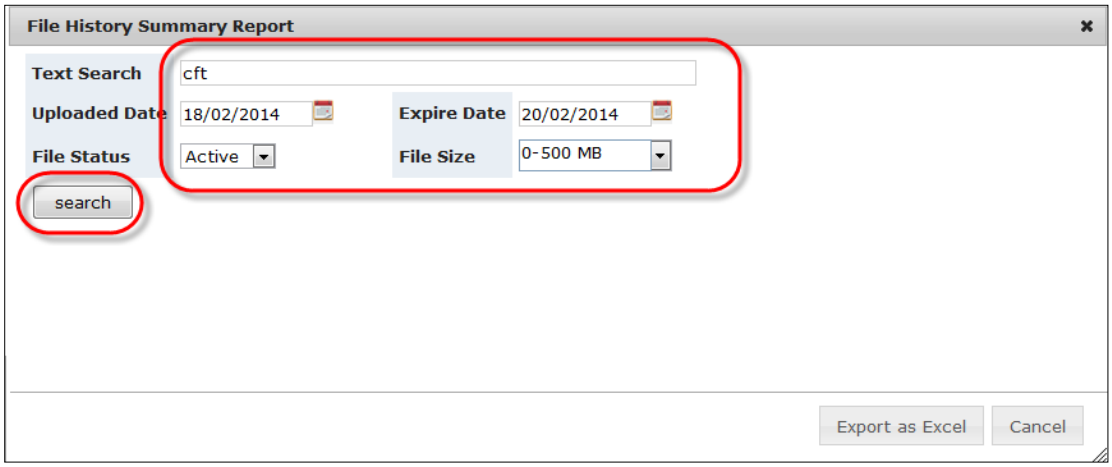
Date:	17/02/2014	Date:	

1.5.4. File History Summary Report

1. Click on “**File**” menu click on “**File History Summary Report**” button.



2. Enter data for filter and click “**Search**” button.



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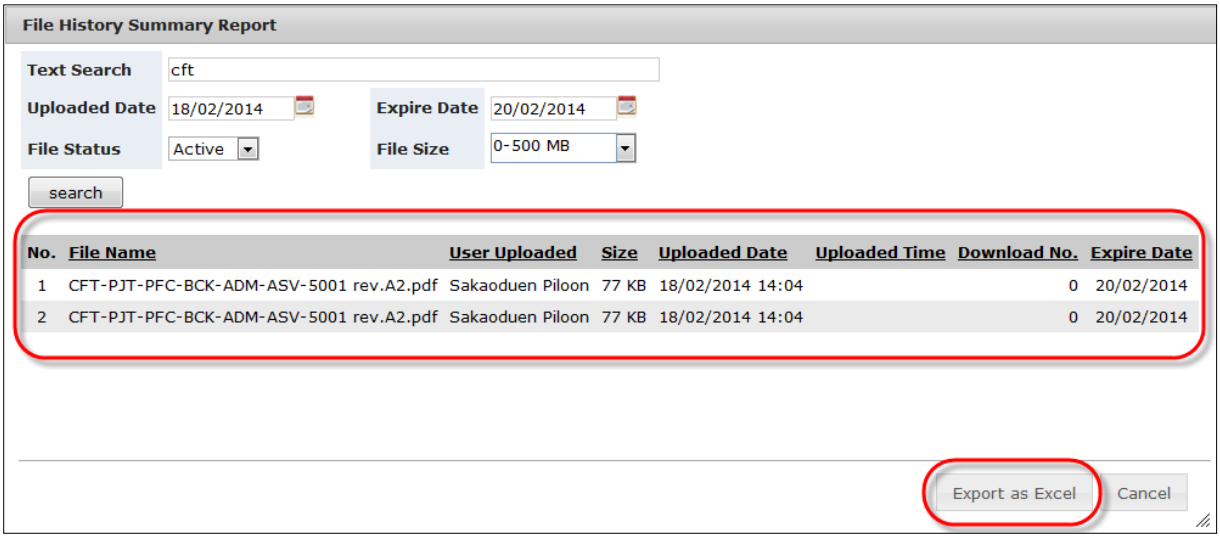
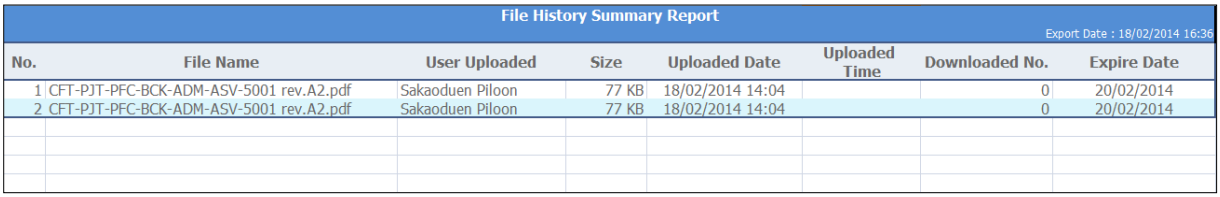
Date:	17/02/2014	Date:	

3. Display data in table below and you can click on "**Export as Excel**" button to export History Summary report.



*File History Summary Report.



File History Summary Report

Export Date : 18/02/2014 16:36

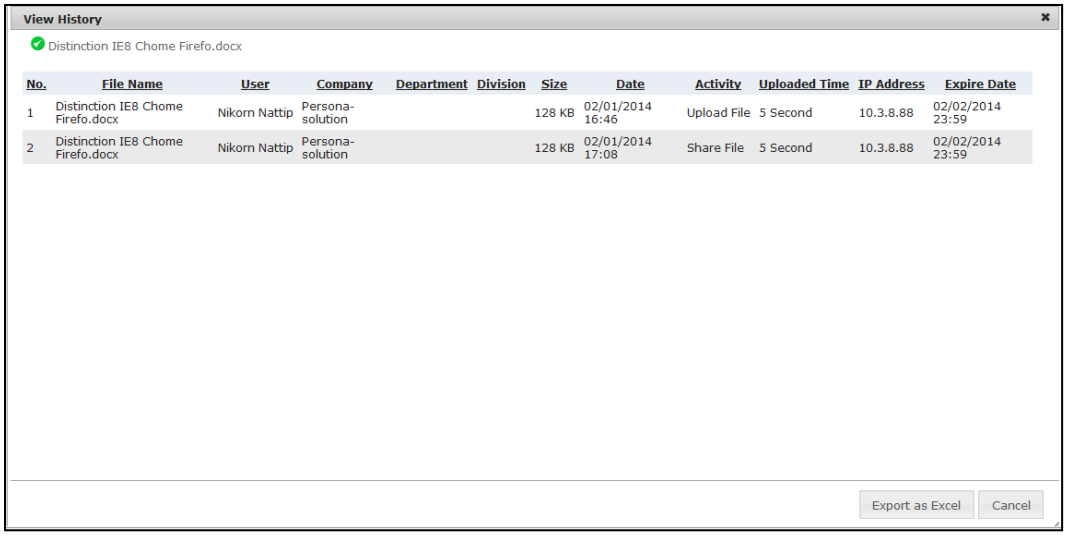
No.	File Name	User Uploaded	Size	Uploaded Date	Uploaded Time	Downloaded No.	Expire Date
1	CFT-PJT-PFC-BCK-ADM-ASV-5001 rev.A2.pdf	Sakaoduen Piloon	77 KB	18/02/2014 14:04		0	20/02/2014
2	CFT-PJT-PFC-BCK-ADM-ASV-5001 rev.A2.pdf	Sakaoduen Piloon	77 KB	18/02/2014 14:04		0	20/02/2014

Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

1.5.5. View History and File History report

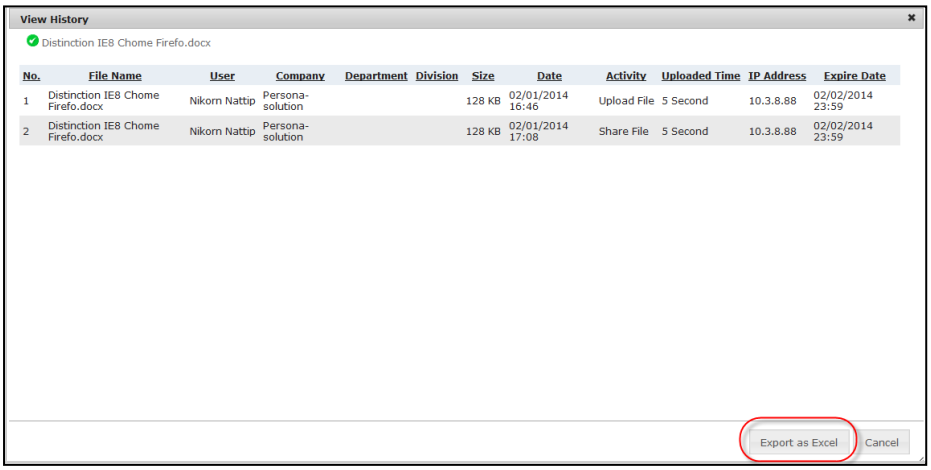
1. Choose file to view history, then right-click choose "**View History**" or click at icon.

The system will display popup to view history.


View History
Distinction IE8 Chome Firefo.docx
No. File Name User Company Department Division Size Date Activity Uploaded Time IP Address Expire Date
1 Distinction IE8 Chome Firefo.docx Nikorn Nattip Persona-solution 128 KB 02/01/2014 16:46 Upload File 5 Second 10.3.8.88 02/02/2014 23:59
2 Distinction IE8 Chome Firefo.docx Nikorn Nattip Persona-solution 128 KB 02/01/2014 17:08 Share File 5 Second 10.3.8.88 02/02/2014 23:59
Export as Excel
Cancel

Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

2. Export as excel by click "**Export as Excel**" button.


View History
Distinction IE8 Chome Firefo.docx
No. File Name User Company Department Division Size Date Activity Uploaded Time IP Address Expire Date
1 Distinction IE8 Chome Firefo.docx Nikorn Nattip Persona-solution 128 KB 02/01/2014 16:46 Upload File 5 Second 10.3.8.88 02/02/2014 23:59
2 Distinction IE8 Chome Firefo.docx Nikorn Nattip Persona-solution 128 KB 02/01/2014 17:08 Share File 5 Second 10.3.8.88 02/02/2014 23:59
Export as Excel
Cancel

*File History Report.

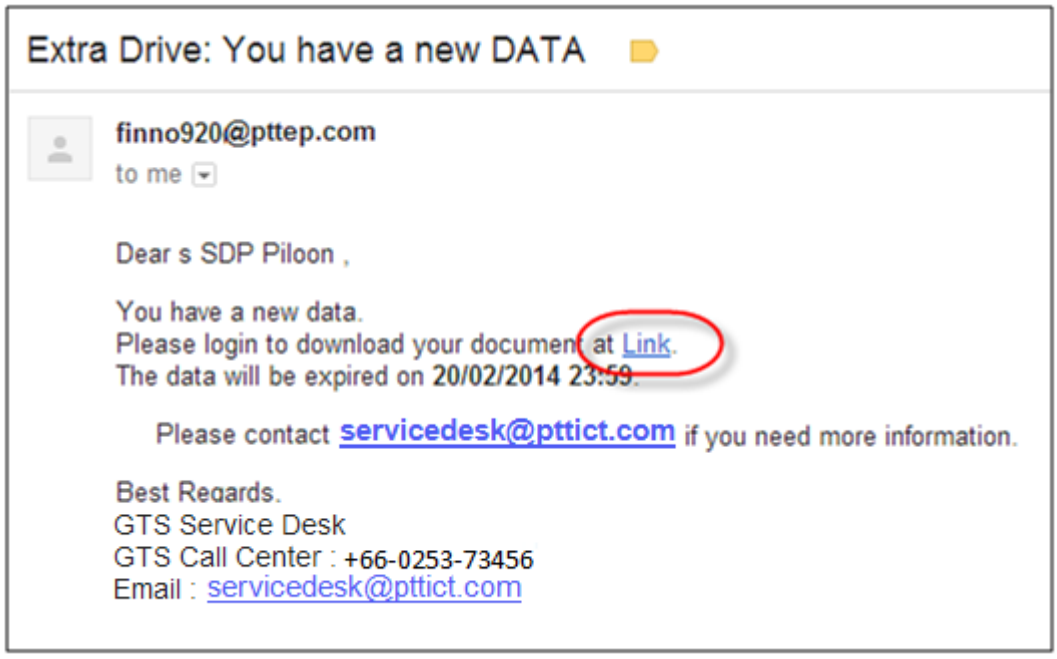
File History Report

Export Date : 29/01/2014 11

No.	File Name	User	Company	Department	Division	Size	Date	Activity	Uploaded Time	IP Address	Expire Date
1	1779458_680895748628577_1280330757_n.jpg	Ratchada Thienthong	My Com	dd	dd	80 KB	29/01/2014 10:43	Upload File	4 Second	10.3.6.127	28/02/2014
2	1779458_680895748628577_1280330757_n.jpg	Ratchada Thienthong	My Com	dd	dd	80 KB	29/01/2014 10:47	Share File	4 Second	10.3.6.127	28/02/2014
3	1779458_680895748628577_1280330757_n.jpg	Ratchada Thienthong	My Com	dd	dd	80 KB	29/01/2014 11:05	Share File	4 Second	10.3.6.127	28/02/2014

1.5.6. Download File

1. Click on Link via email for download.


Extra Drive: You have a new DATA
finno920@pttep.com
to me
Dear s SDP Piloon ,
You have a new data.
Please login to download your document at Link.
The data will be expired on 20/02/2014 23:59.
Please contact servicedesk@pttict.com if you need more information.
Best Regards.
GTS Service Desk
GTS Call Center : +66-0253-73456
Email : servicedesk@pttict.com

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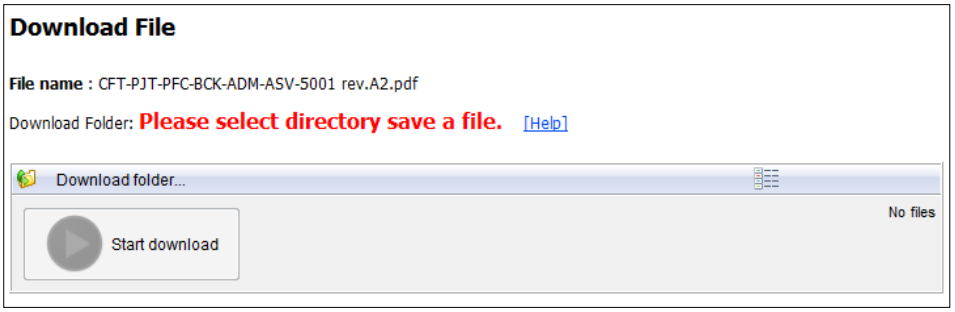
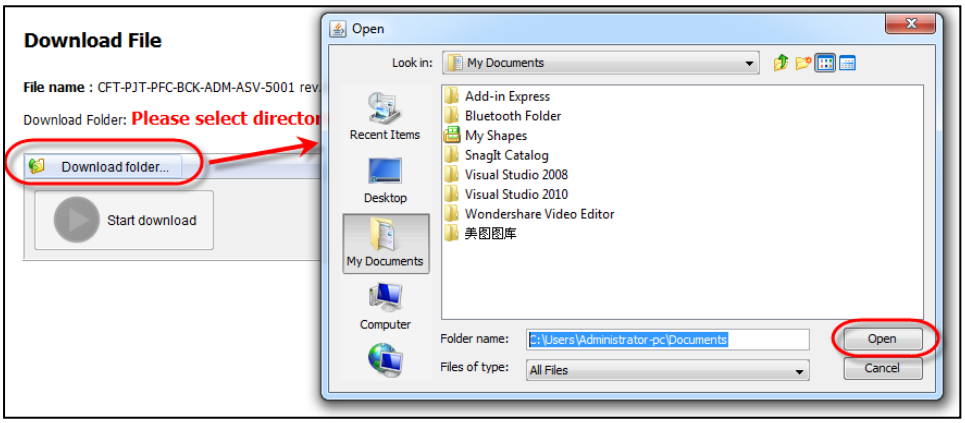
Date:	17/02/2014	Date:	

2. Please login for download file.
3. Display screen to download file.

   Note: User can click on **[Help]** for display tooltip.



4. Click on "**Download Folder**" to choose destination for store the downloaded file.



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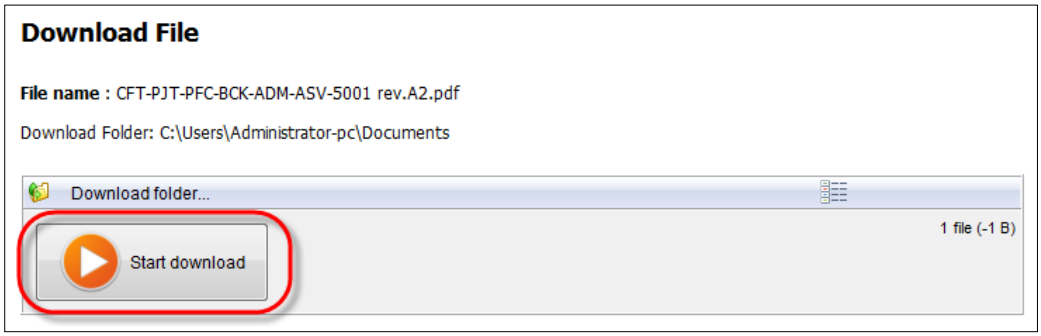
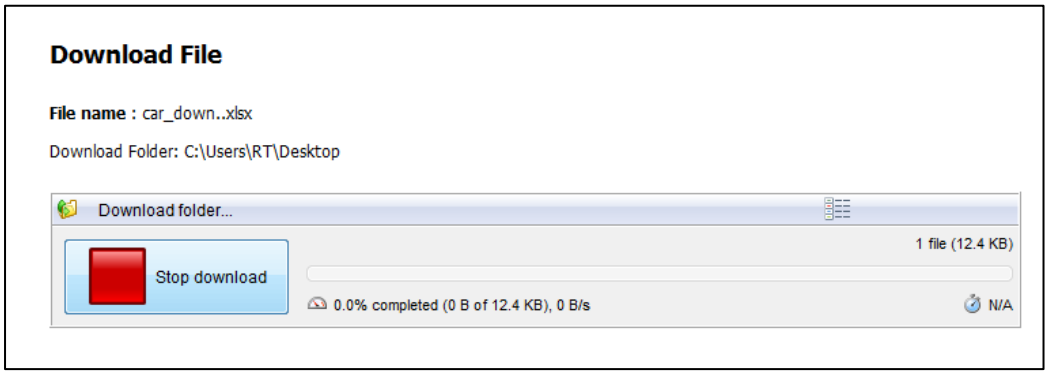
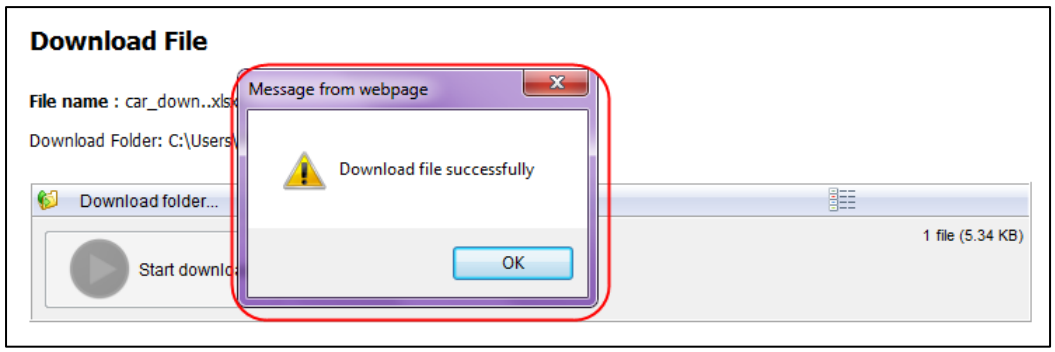
Date:	17/02/2014	Date:	

5. Click on "**Start Download**" button.



6. Display downloading screen. After download complete, display successful popup.

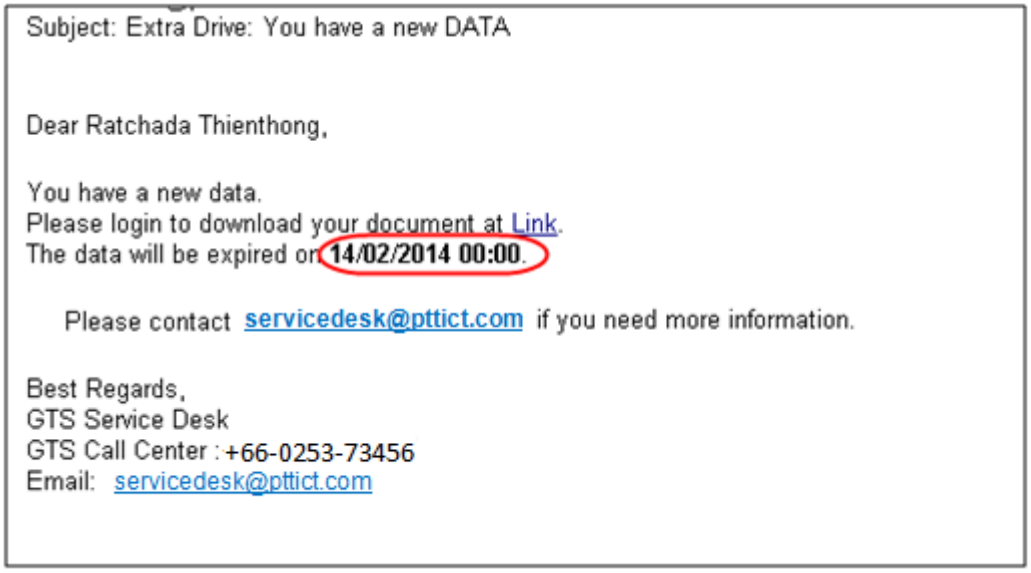




Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

1.6. Expiration Reminder

1. When other user shared file to you. You have an email that informs expired date of the file.



Subject: Extra Drive: You have a new DATA

Dear Ratchada Thienthong,

You have a new data.
Please login to download your document at Link.
The data will be expired on **14/02/2014 00:00**.

Please contact servicedesk@pttict.com if you need more information.

Best Regards,
GTS Service Desk
GTS Call Center : +66-0253-73456
Email: servicedesk@pttict.com

2. If admin setting day for remind to 1 day, so the system will send email to remind you 1 day before expire.

Subject: ExtraDrive : Notify the data will be expired

Dear Ratchada,

The data will be expired on **14/02/2014**.
Please login to download your document at Link NOW!!!.

Please contact **servicedesk@pttict.com** if you need more information.

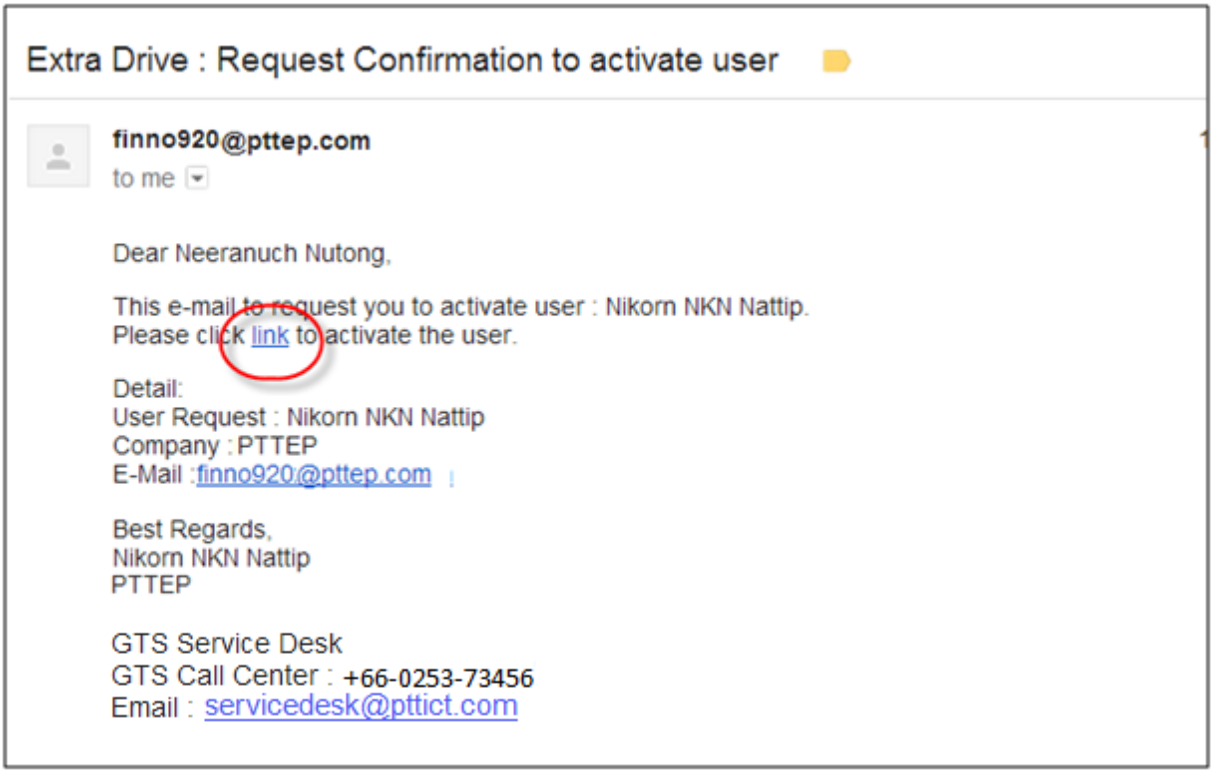
Best Regards,
GTS Service Desk
GTS Call Center : +66-0253-73456
Email: servicedesk@pttict.com

Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

1.7. Register Partner confirmation by Referrer

After Partner registered and request you to confirm the registration, you can follow step below.

1. Open e-mail and click on link for confirm the registration.



Prepared by:	Sakaoduen Piloon	Approved by:	
Date:	17/02/2014	Date:	

2. Checked radio button on “**Confirm the user registration**”, then click on "**Submit**" button to confirm. The system will send email to admin

   Note: If checked on “**Discard the user registration**”. The system will send e-mail to Partner.